

Mandatory Documents to be Submitted along with application form

1. Copy of Building Permission or Undertaking / Allotment Letter or Rent Agreement
2. Proof of Nationality (EPIC/Driving License/Passport) or MOA and certificate of registration for Firm/Company

Optional Documents to be provided if asked for by the Municipal Board based on type of Business

1. Labour License
2. Latest payment receipt of Municipal Tax / Stall Receipt (Renewal)
3. Sales Tax / GST Registration
4. Income Tax Certificate
5. Consent to establish and operate certificate from Meghalaya Pollution Control Board
6. Clearance Permission Certificate from State Excise Department
7. Clearance Permission Certificate from State Health Department
8. NOC from Deputy Commissioner of the District
9. NOC from Local Durbar

Sl. No.	Business	Fees		
		Small	Medium	Large
A. General Business:				
	Groceries (Rice,Flour, Edible Oils, Sugar, Salt, Pulses, Grams, etc)	250.00	500.00	750.00
1	Groceries (Fair Price Shop)	150.00	300.00	450.00
2	Spices, Onion and Garlic	150.00	300.00	450.00
3	Fruits and Vegetables	300.00	600.00	900.00
4	Cosmetics and Toiletries	200.00	400.00	600.00
5	Processed Foods/Fruits Products	200.00	400.00	600.00
6	Fresh Meat/Fish and Dried Fish	600.00	1200.00	1800.00
7	Milk and Dairy Products	150.00	300.00	450.00
8	Sweets and Confectionery	200.00	400.00	600.00
9	Tea Leaves	400.00	800.00	1200.00
10	Bakery Items and Packaged Biscuits	550.00	1100.00	1650.00
11	Non-alcoholic Beverages and Ice-cream	150.00	300.00	450.00
12	Stationeries	550.00	1100.00	1650.00
13	Books	550.00	1100.00	1650.00
14	Newspaper and Magazines	550.00	1100.00	1650.00
	Building and Construction Hardware (<i>Glass, tiles, metals, synthetic items, paints, sanitary wares and fittings</i>)	1650.00	3300.00	4950.00
16	Building Materials (<i>Sand, Stones, Cement, Bricks, Hollow Blocks etc</i>)	1000.00	2000.00	3000.00
17	Furniture (<i>Sales</i>)	850.00	1700.00	2550.00
18	Household Furnishings (<i>carpets etc</i>)	500.00	1000.00	1500.00
19	Household Appliances and Utensils (<i>non-electrical</i>)	300.00	600.00	900.00
20	Electrical items, equipments	1100.00	2200.00	3300.00
21	Electrical and Electronic household appliances.	1100.00	2200.00	3300.00
22	Audio and Video Appliances	1100.00	2200.00	3300.00
23	Computers and IT Products (<i>hardware and software</i>)	1000.00	2000.00	3000.00
24	Cellular/Telephone, Fax and Accessories	800.00	1600.00	2400.00
25	Cellphone recharge voucher/Bill collection centre	200.00	400.00	800.00
26	Photography equipment and accessories	550.00	1100.00	1650.00
27	Time pieces	550.00	1100.00	1650.00
28	Optical and optics	550.00	1100.00	1650.00
29	Jewellery	1100.00	2200.00	3300.00
30	Hosiery	500.00	1000.00	1500.00
31	Textiles	2200.00	4400.00	6600.00
32	Readymade garments	1100.00	2200.00	3300.00
33	Wool and Woolen Products	1100.00	2200.00	3300.00
34	Leather Prdoucts	500.00	1000.00	1500.00
35	Synthetic Products including Foam	500.00	1000.00	1500.00
36	Footwear	550.00	1100.00	1650.00
37	Trunks, Suitcases, Briefcase	450.00	900.00	1350.00
38	Sports items and equipments	850.00	1700.00	2550.00
39	Musical Instruments	850.00	1700.00	2550.00
40	Toys	500.00	1000.00	1500.00
41	Rubber products including tyres, tubes etc.	750.00	1500.00	2250.00
42	Hand Tools	500.00	1000.00	1500.00
43	Workshop and Agricultural Machinerics and accessories	1000.00	2000.00	3000.00
44				

45 Sewing/Knititng Machines and Accessories	750.00	1500.00	2250.00
46 Chemical and Scientific Equipments	500.00	1000.00	1500.00
47 Packing Materials.	300.00	600.00	900.00
48 Tobacco Products.	550.00	1100.00	1650.00
49 Betel and Pan Products	100.00	200.00	300.00
50 Medicines and Pharmaceutical Products	800.00	1600.00	2400.00
51 Wine and Alcoholic Drinks	2000.00	4000.00	6000.00
52 Timber and Wood Products	500.00	1000.00	1500.00
53 Fertilizers and Manure	1000.00	2000.00	3000.00
54 Automobiles (Four Wheelers)	2000.00	4000.00	6000.00
55 Automobiles (Two and Three Wheelers)	1000.00	2000.00	3000.00
56 Mechanical and Automobile Spare parts and Accessories	1650.00	3300.00	4950.00
57 Handicrafts	300.00	600.00	900.00
58 Scraps	300.00	600.00	900.00
59 Firewood and Charcoal	550.00	1100.00	1650.00
60 Kerosene/Spirits/Coal tar	450.00	900.00	1350.00
61 Livestock including live chicken	550.00	1100.00	1650.00
62 Livestock Feed	300.00	600.00	900.00
63 Livestock medicines and equipments	300.00	600.00	900.00

B. Services

1 Automobile Repair and Servicing.	1100.00	2200.00	3300.00
2 Automobile Upholstery	300.00	600.00	900.00
3 Automobile Battery and Electrical Repairing Units.	300.00	600.00	900.00
4 Tyre Repairing, Retreading and Vulcanizing.	550.00	1100.00	1650.00
5 Petrol and Diesel Service Stations.	2000.00	4000.00	6000.00
6 Keresone Depots.	550.00	1100.00	1650.00
7 Coal Depots.	550.00	1100.00	1650.00
8 LPF and Bio-Gas Dealership.	2000.00	4000.00	6000.00
9 Carriage Agencies.	1500.00	3000.00	4500.00
10 Tourist Transport Providers and Travel Agencies.	1000.00	2000.00	3000.00
11 Cosignment and Courier Services.	1000.00	2000.00	3000.00
Contractors and Suppliers of Govt. Private and Public			
12 Organizations.	500.00	1000.00	2000.00
13 Advertising Agencies.	500.00	1000.00	2000.00
Cyber Café/PCO/Photo Copying/Fax/Lamination and Other			
14 Information Outlets.	300.00	600.00	900.00
15 Photography and Video Recording and Processing.	500.00	1000.00	1500.00
16 DTP and Publication.	1100.00	2200.00	3300.00
17 Electronic and Elctrical Repairing.	300.00	600.00	900.00
18 Beauty Parlours and hair Cutting Salons.	550.00	1100.00	1650.00
19 Dry Cleaning , Dyeing and Laundry.	1100.00	2200.00	3300.00
20 Tailoring without sale of Materials.	250.00	500.00	750.00
21 Time Piece Repairing	550.00	1100.00	1650.00
22 Shoe Repairing	300.00	600.00	900.00
23 Plumbing	1000.00		
24 Hotels/Guest Houses			

Economy	Standard	Deluxe/St:
850.00	1700.00	2550.00

i 1 to 10 seats

ii 1 to 20 seats	1100.00	2200.00	3300.00
iii 1 to 49 seats	3000.00	6000.00	9000.00
iv 1 to 100 seats	3500.00	7000.00	10500.00
v Above 100 seats	4100.00	8200.00	12300.00
25 Restaurants	1500.00	3000.00	4500.00
26 Tea Stalls	350.00		
27 Fast Food Centers	600.00		
28 Mobile Food Vending by Trolleys/Hand Cart	500.00		
29 Food Catering	1000.00	2000.00	3000.00
Signboard and Banners making, engraving, rubber stamp			
30 making and photo framing	500.00		
31 Banking and Insurance services	5000.00		
32 Stock and Brokerage services.	5000.00		
33 Consultancy Services	2000.00	4000.00	6000.00
34 Party Decorator	1500.00	3000.00	4500.00
35 Hospital/Nursing Home			
i General Ward per bed	25.00		
ii Private Ward per bed	100.00		
36 Diagnostic Centre	2000.00	4000.00	6000.00

C. Mills, Industrial Units and Workshops:

1 Flour, Atta, Rice, Oil	1100.00	2200.00	3300.00
2 Saw Mill	3000.00	6000.00	9000.00
3 Bakery	850.00	1700.00	2550.00
4 Food/Fruit Processing	800.00	1600.00	2400.00
5 Fabrication Workshops	1500.00	3000.00	4500.00
6 Shoe Making and Manufacturing Units	600.00	1200.00	1800.00
7 Cement Concrete Hollow Block Industry	450.00	900.00	1350.00
8 Brick Kilns	1000.00	2000.00	3000.00
9 Printing Presses	1100.00	2200.00	3300.00
10 Vehicle Body Making	850.00	1700.00	2550.00
11 Plastic Goods manufacturing units	800.00	1600.00	2400.00
12 Soap/Candle manufacturing units	750.00	1500.00	2250.00
13 Black Smith	300.00	600.00	900.00
14 Furniture making (<i>steel, wood, plastic</i>)	850.00	1700.00	2550.00
15 Bed Making	1100.00	2200.00	3300.00
16 Mattresses and Quilt Making	500.00	1000.00	1500.00

D. Entertainment Services:

1 Cinemas	8000.00		
2 Video Parlors	1500.00		
3 CDs, DVDs, Audio & Video Cassettes Sales and Rental	1000.00		
4 Gaming Center	3000.00		
5 Cable TV Networks	1500.00		
6 Archery Counters/Lottery Sale/Jack Pot	500.00		
7 Fairs and Exhibitions		1000 Per Day	